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Titleblock Requirements For Plans Sealed By An Architect or Engineer

COMAR References

Plans submitted to Montgomery County Department of Permitting Services which are required to be signed and sealed by an engineer or an architect must comply with the Code of Maryland Regulation (COMAR) Titleblock Rules for the appropriate profession. Plans without the appropriate information and certification statement will not be accepted for review or the plan review will be suspended until the appropriate elements are provided on the drawings.

The Titleblock Rules for Architects can be found in COMAR Section 09.21.02.04.

The Titleblock Rules for Engineers can be found in COMAR Section 09.23.03.10.

The COMAR requirements are summarized below for your convenience.

Architects

COMAR 09.21.02.04 Titleblock Rules.

A. An architectural entity shall incorporate a titleblock on all drawings and other documents required to be signed and sealed pursuant to Business Occupations and Professions Article, §3-501, Annotated Code of Maryland.

C. The name of the entity shall appear in the titleblock, either as a partnership, corporation, limited liability company, or other appropriate entity. In addition, the titleblock shall contain a date, printed name, signature, and seal of one of the directors of a corporation, general partners of a partnership, or members of a limited liability company, who prepared or approved the documents in accordance with these regulations.

E. In addition, the titleblock shall contain the following certification:

"Professional Certification.

I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____."

Titleblock, certification, seal, and signature shall appear in close proximity to each other.

Engineers

COMAR 09.23.03.10 Titleblock Rules.

B. The titleblock shall contain at least the printed name of the engineering entity.

D. Documents described in this chapter shall contain the following certification:

"Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____."

E. The titleblock, certification, seal, and signature shall appear close to each other.